



August 1, 2005

The Honorable Christine Gregoire  
Governor of Washington  
Legislative Building  
Post Office Box 40002  
Olympia, Washington 98504-0002

Dear Governor Gregoire:

It is my pleasure to submit the 2004-05 Annual Report on behalf of the Interagency Committee of State Employed Women (ICSEW).

It has been a very exciting year for the ICSEW as the report outlines. The support we have received from you and your office has been a tremendous benefit to the ICSEW. Thank you for your support and the guidance you have provided since taking office. I have enclosed a small gift to show our appreciation.

I look forward to seeing the ICSEW move forward under the direction of new chair, Dianna Gifford. Continued support and guidance from your office will help ensure her success and the success of committee. I hope to have an opportunity to serve you again in the future.

Sincerely,

Vicki M. Rummig, Chair (2003-05)  
Interagency Committee of State Employed Women  
Office of Financial Management Representative  
Post Office Box 43113  
Olympia, Washington 98504-3113  
360-725-5268  
[Vicki.Rummig@ofm.wa.gov](mailto:Vicki.Rummig@ofm.wa.gov)

Enclosure

cc: Peter Bogdanoff, Executive Policy Advisor  
Dianna Gifford, ICSEW Chair





The Governor's  
Interagency Committee of State Employed Women  
Annual Report

July 1, 2004–June 30, 2005

July 31, 2005

---

# Background

## ***History***

The Interagency Committee of State Employed Women (ICSEW) has evolved through a number of advisory council names since 1963 when Governor Rosellini established the Washington State Commission on the Status of Women in response to President Kennedy's National Commission on the Status of Women. On October 19, 1970, Governor Evans established the Washington State Interagency Committee on the Status of Women. The first task of this 13-member committee was to evaluate the state's response to the recommendations in the 1963 Commission Report and make further recommendations for change. When Governor Gardner reaffirmed his support for the committee by signing an Executive Order on November 7, 1989, he gave a '90's focus to an effort that began in the '60s. The committee's name was changed to the Interagency Committee of State Employed Women and it was expanded to include institutions of higher education and the judicial system as members.

The committee has been involved in studying issues and advising Washington State Governors on issues including employment practices, labor laws, discrimination, comparable worth, family leave, dependent care, mentoring programs, and domestic violence. At the same time, the committee has provided education to state employed women on these issues as well as career and life planning, health and wellness, self-defense, and professional and interpersonal skills. Information and education on issues to state employed women has been accomplished through the publication of the committee's newsletter, the *InterAct*, workshop opportunities, and state conferences. Conferences are targeted to be a biennial event, yet adjustments are made to align with budget constraints of the state.

In recent years the ICSEW has broadened its reach by providing community service events such as drives to collect clothing, school supplies, foster care-needed items, and cell phones to support domestic violence efforts. The ICSEW has also hosted an annual Take our Daughters and Sons to Work Day from 1999–2003 in conjunction with the Ms. Foundation's national day.

## ***Purpose***

The purpose of the ICSEW is to enhance working conditions for state employed women. This is accomplished through advising the Governor on policies that affect state employed women and providing information and education to state employed women.

## **The 2004–05 Business Year**

### ***The Committee***

The ICSEW has 64 members representing 63 of the state's 120 agencies. Several agencies received representation for the first time this year due to proactive recruiting by the ICSEW. Many agencies that joined only recently became eligible, meeting the minimum representation requirement of 25 employed women. In addition, each agency has the option of allowing one alternate for each representative to participate in ICSEW events and activities. Alternates do not have voting privileges to ensure continuation of the "representative" status of the committee. An effort is currently underway to implement a new Executive Order that would expand membership opportunities for small agencies. The Executive Board included Vicki Rummig of the Office of Financial Management, Chair; Dianna Gifford of the Department of Natural Resources, Vice Chair; Janice Flaherty of the Office of the Attorney General, Secretary; and Sandra Robertson of the Department of Corrections, Treasurer; in addition to the subcommittee chairs.

### ***The Subcommittees***

- Communications, chaired by Lonnie Peterson of the State Board of Health, provides communication to state employed women by publishing the bi-monthly *InterAct* newsletter and coordinating the committee's Web site found at <http://icsew.wa.gov>.
- Conference, chaired by Melissa Beard of the Washington Traffic Safety Commission, is responsible for all aspects of planning the ICSEW conference.
- Education, chaired by Vicki Meyer of the Office of the Insurance Commissioner, provides educational opportunities to state employed women through the organization of workshops and training classes.
- Health and Wellness, chaired by Jan Ward Olmstead of the Health Care Authority, researches and provides information through the *InterAct* and workshops or events on health and wellness issues affecting state employed women.
- History, chaired by historian Kim Starkey of the Department of Information Services, keeps archives of committee information and provides historical retrospectives to members and all state employed women through the *InterAct*.
- Membership, chaired by Gina Maynard of the Washington State Lottery, keeps current membership information, organizes general membership meetings, and explores ways to increase participation.
- Promotional and Career Opportunities, chaired by Joanne McDaniel of the Department of Labor and Industries, provides information through articles and pamphlets on professional development and researches issues affecting employment opportunities and pay.
- Personnel System Reform, chaired by Connie Riker of the Office of the Attorney General, researches changes realized from implementation of the Personnel System Reform Act of 2002 and provides feedback to implementers and information to state employees as needed.

## ***Meeting Topics***

The ICSEW general membership meets every second month. The meetings provide training and additional resource materials so ICSEW members may gain expert knowledge and working insight into critical or emergent issues. In the 2004–05 business year, meetings included:

- July 2004: Ethics in Washington State by Brian Malarky of the Executive Ethics Board.
- September 2004: New HR Rules Briefing by Sandi Steward of the Department of Personnel.
- November 2004: Collective Bargaining update by Diane Leigh of the Office of Financial Management Labor Relations Office.
- January 2005: Purpose of the ICSEW debate and discussion.
- March 2005: Human Rights Commission by Marc Brenman of the Human Rights Commission.
- May 2005: GMAP by Larisa Benson of the Office of the Governor.

## ***Committee Work Accomplished***

The entire committee worked collaboratively to produce a report on the purpose of the ICSEW based on a committee debate and discussion in January 2005 (<http://www.icsew.wa.gov/PurposeReport.pdf>).

## ***Events Held***

The ICSEW hosted a number of successful events in 2004–05. These events provided opportunity to all state employees for personal and professional growth. It is estimated that over 1200 state employees benefited from educational opportunities provided by the ICSEW:

- Basic Car Maintenance.
- Develop Your Professional Image to Get Where You Want to Go.
- Powerful Communication Skills: How to Say What You Want and Get What You Need.
- Live Debt Free.
- Beginning and Intermediate Basic Self Defense.
- How to Do More Better, Faster.
- How to Give Great Customer Service and Love Your Job.
- How to Manage Conflict and Stress with Success.
- Security Essential in the Work Place, Staying Safe, Staying Sane.
- How to Do Your Job Well and Manage Life's Challenges.
- Develop Your Professional Image to get Where you Want to Go.
- A Quality Life. How to Achieve What You Want With More Time for You!
- How to Ignite Energy AND Motivation for Success.
- How to Succeed With Difficult People.
- How to Be a Powerful Communicator AND Conquer Stress for Success.
- How to Build a Successful Team.
- Take Our Sons and Daughters to Work Day.
- Washington State Women's Health Day.

## ***Publications***

The ICSEW has had a great year with its bi-monthly newsletter, the *InterAct*. The ICSEW celebrated continued success with a high level of good quality original articles submitted by ICSEW members. Topics of special interest included health and wellness, personnel system reform, and personal and career development. The ICSEW has received public acknowledgement on the increased quality of the publication.

## ***Community Involvement***

The ICSEW continues to provide assistance to communities through our successful WorkFirst Clothing Drives and Verizon Hopeline Cell Phone drive. With ICSEW members soliciting items through their agencies, we have become a major contributor to both WorkFirst with clothing for clients and the Verizon Hopeline who provides cell phones to victims of domestic violence.

## ***Historical Information***

The ICSEW continues to work on collecting, cataloging, and archiving historical information. We secured a small amount of storage space for our files and will look for alternatives to expand in the upcoming year.

## ***Take Our Daughters and Sons to Work Day***

The Take Our Daughters and Sons to Work Day Committee were successful in bringing in a diverse group of agencies to plan a coordinated event in Olympia. This committee also recommended a change in the date of observance so as not to conflict with WASL testing. A successful event was realized on May 19, 2005 with help and support from the Office of the Governor and the Department of General Administration. The ICSEW surprised the Governor with an introduction by her daughter. The Governor and her daughter stayed to sign autographs and meet students and families, which was much appreciated and well received by the planning committee and the event participants. Participants were provided with a “passport” to visit various agencies around the Capitol Campus. This event was favorably covered by *The Olympian* and remains a highlight of the year.

## ***2006 ICSEW Conference Planning***

The 2006 ICSEW Professional Conference location and date have been set for May 8–10, 2006 at the Three River’s Convention Center in Kennewick. The theme for the conference has been set as ‘Today’s Women, Today’s Leaders’. The planning team has sent out a Call for Proposals so potential conference speakers can contact the committee to express their interest. They have also contracted with the Washington State University to hire an Event Planner that will assist with the details of conference planning. It is anticipated that the Event Planner will more than compensate for their fee with time saved for committee members and savings realized with an experienced negotiator.

## ***Hot Issues***

ICSEW members were asked to have a dialog with their agency director or designee to help the ICSEW identify issues with which they should be involved. The themes of personnel system reform and health and wellness were identified multiple times.

The ICSEW, with help from the Department of Labor and Industries information technology staff, developed the first ever all state agency online survey to assess staff's educational needs. Over 2500 responses provided invaluable insight on the topics state employees want to learn more about to help maintain their health and promote in their careers.

## ***Personnel System Reform (Washington Works)***

The ICSEW voted to adopt a new Ad Hoc Committee to study and report on happenings in the state as they relate to the Personnel System Reform Act of 2002. We continue to provide state employees information through the *InterAct* newsletter. Agency experts have spoken at General Membership meetings and we have published the information provided on the Internet and throughout state agencies. The Personnel System Reform Committee continues to review proposed rules and is ready to provide comment where needed.

## ***Health and Wellness***

The Health and Wellness Committee organized and sponsored the first ever Washington State Women's Health Day in conjunction with the Department of Health and Health Care Authority on May 10, 2005. This coincided with the national Women's Health Week. The committee received support from the Governor including a Proclamation that was signed on May 5, 2005.

There were approximately 325 attendees with over 95 percent indicating they would attend a future health fair. This first Washington State Women's Health Day event was a great success largely due to the efforts made from state health care agencies and other public and private organizations partnering to raise the awareness of key women's health issues.



# **Annual Treasurer's Report**

## **Preliminary (unreconciled\*)**

Cash on Hand, July 1, 2004

\$ 55,739.87

### Actual Income

Education Event Fees	\$ 19,434.50	
Less: Education Event Costs	\$ (13,592.76)	
Total Income		\$ 5,841.74

### Expenditures

Administrative		
Recognition	\$ 774.19	
Supplies	\$ 586.53	
Conference Registration	\$ 175.00	
Total		\$ 1,535.72

### Communications

<i>FTE News Magazine</i> Publication	\$ 3,428.40	
Web site Hosting	\$ 720.00	
Listserv	\$ 350.00	
Software and Reference	\$ 492.16	
Total		\$ 4,990.56

### Membership

General Meeting Costs	\$ 242.52	
Transition Meeting	\$ 2,347.15	
Total		\$ 2,589.67

### Education

Total		\$ -
-------	--	------

### PCOC

Total		\$ -
-------	--	------

### TODSTWD

Meeting Expenses	\$ 9.92	
Event Expense	\$ 875.50	
Total		\$ 885.42

### Health and Wellness

Health and Wellness Event	\$ 968.37	
Total		\$ 968.37

### Conference

Missed 2004 Expense	\$ 2,582.12	
Total		\$ 2,582.12

### Total Expenditures

\$ 13,551.86

### Total Profit/(Loss)

\$ (7,710.12)

### Ending Cash Balance

\$ 48,029.75

## ***Treasurer's Report Notes***

It is expected that the ICSEW will operate at a loss on non-conference years. However, two exceptional items should be noted this year to avoid future continuing issues.

1. The Education Committee estimates for revenue and expenses were developed with a different methodology for vendors who received payment directly from participants, than how the actual revenue was recorded, which resulted in revenue and expenses differences in 2005.

	Estimated	Actual	Variance
Education Variance			
Training Revenue	69,330	19,435	50,495
Cost of Training	57,657	13,593	44,064
Net Income	9,743	5,841	3,901

The differences in methodology should not have affected the bottom line Net Income, only Revenue and Cost of Training. While the bottom line impact of the variance was not a significant concern, processes for better estimating and tracking of training revenue and expenses should be implemented to avoid a hazardous situation in the future.

2. There were a large number of bills worth approximately \$2500 from the 2004 conference that were not received, accrued, or paid until 2005. \$1,900 of this was charges the ICSEW was disputing with the Quinault Beach Resort, while the rest were bills that were lost or late. Tracking efforts should be put in place for the 2006 conference to ensure that estimated expenditures get logged, tracked against the conference budget, and that bills get paid in a timely manner. Also, billing disputes should be mitigated with a firm understanding of expected charges and formal agreements. The ICSEW has hired an Event Planner for the 2006 conference that should prove to be a benefit on both of these counts.

## ***Assets List***

Item	Person Responsible	Phone	Qty	Comments
100-Cup Coffee Maker	Vicki Rummig	360-725-5268	1	
ICSEW Banner and Stand	Membership Committee		1	
ICSEW Banner (green)	Membership Committee		1	
Small Dolly/Cart	Vicki Rummig	360-725-5268	1	
Post-It Flip Chart Paper	Vicki Rummig	360-725-5268	10	
<u>Roberts Rules of Order</u>	Dianna Gifford	360-902-1134	1	Vicki sent 7/26/2005
Dreamweaver Software	OFM Helpdesk	360-902-0600	2	
QuarkXPress	OFM Helpdesk	360-902-0600	1	
Watches, Thank You	Vicki Rummig	360-725-5268	12	
Dreamweaver Books	Web Developers		2	For Web Developers
Signs by Davis High School	Vicki Rummig	360-725-5268	3	